

# Electronic Voting Portal

## Annex III Organizations

### Opinion Mechanism Digitization

User guide

| Version | Date       | Author | Modifications description |
|---------|------------|--------|---------------------------|
| 0.1     | 2025-08-31 | TL     | Initial version           |
|         |            |        |                           |
|         |            |        |                           |
|         |            |        |                           |
|         |            |        |                           |

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## 1 Introduction

### Important Preliminary Note :

With the introduction of the new opinion submission method in eVoting, Annex III Organisations can now submit both **Comments** and **Opinions digitally directly on the eVoting platform**.

It is important to note that these are **distinct entities**:

- **Comments** are part of the voting process and may influence discussions and outcomes.
- **Opinions** are informative only. They **do not** influence the vote result, challenge consensus-building, or alter the national delegation principle.

Therefore, a clear distinction must be made between **Comments** and **Opinions**.

## Comment and Opinion on the same page

- ➔ When a Commenter is allowed to submit both a **comment** and an **opinion**, these options are now combined in a single page.
  - The icon **[O+C]** indicates that this is the page where they can submit a comment (as before) and also submit an opinion.
- ➔ For Commenters who **cannot submit an opinion**, the process remains unchanged.
  - They will continue to see only the **[C]** icon and can add their comment as usual.

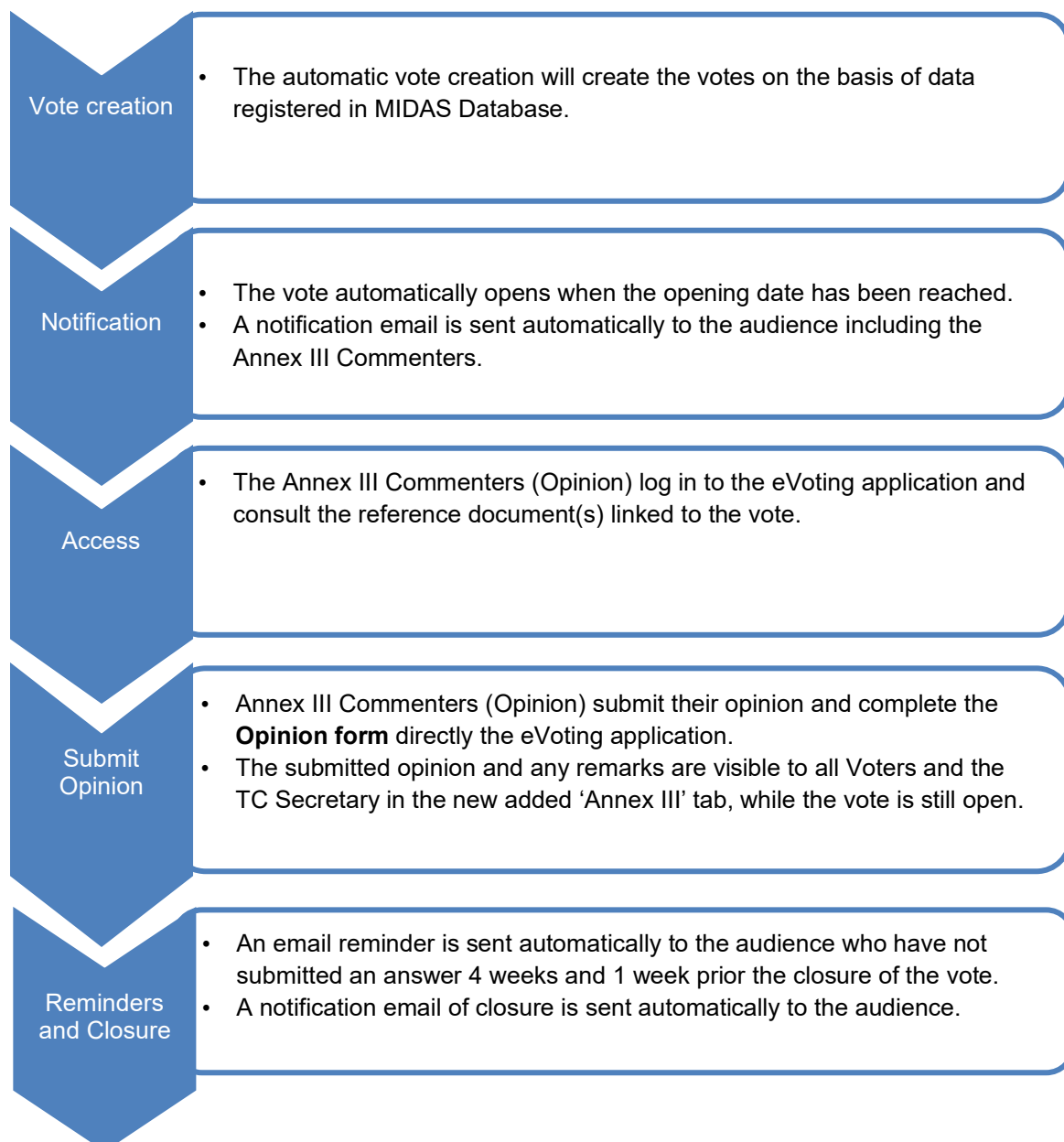
This document is written for the following users:

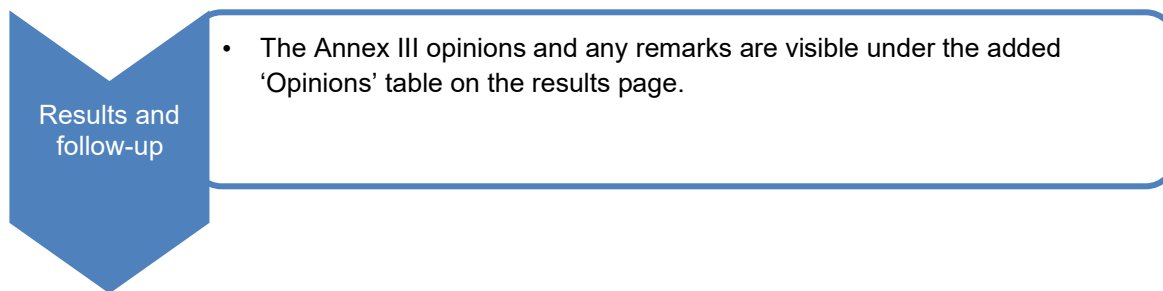
- **Annex III representatives who have been assigned the Opinion role (ANEC, ECOS and SBS)**

## 1.1 Main stages in the Voting process

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The Voting process and opinion mechanism and its follow up are characterized by the following main stages:





**Figure 1 – Workflow Opinion mechanism**

## 1.2 Principles of the Electronic Voting application

### 1.2.1 Permissions to submit an opinion

Only Commenters (Opinion) appointed by an Annex III Organisation (ANEC, ECOS, or SBS) in the Expert Management System (EMS) are authorised to submit an opinion.

### 1.2.2 Management of users and their voting roles

- Users are registered in the **Expert Management System (EMS)** in the role of **Commenter (Opinion)**.
- User data and role assignments are managed and maintained by **CCMC** in the EMS.
- Any changes to user data or role assignments that are relevant for voting are immediately reflected in the access permissions of the voting application.
- In addition to the Commenter role, the application defines other voting-related roles, each with specific permissions (see § 1.2.3 for details).

### 1.2.3 General Voting roles

On different screens and in various explanations, you may encounter terms related to roles in the voting process that are not immediately familiar.

The table below provides an **overview of these roles**, explains their meaning, and links them to the corresponding **business functions in CENELEC**.

*Note: Each role can be assigned to more than one individual for any given vote.*

| Voting roles               | Role definitions  | Permissions  |
|----------------------------|---|--|
| <b>Vote Owner</b>          | Responsible to initiate and run the voting process. This role is assumed by the Secretary (Technical Committee Secretary, SR Secretary, Subcommittee Secretary or BTTF Convenor). The role of vote owner is not defined as such in EMS, access to the related permissions for the corresponding Technical Body will systematically be given to the relevant role. | Can create a vote, has full access to the voting environment.<br>A Vote Owner has also the permission to register a vote, comment and opinion in the balloting application on behalf of a <b>Voter or Commenter</b> (if required). |
| <b>Voter</b>               | User authorized to vote on behalf of his/her national member organization.  | Can cast a vote on all Enquiries for committees to which he is assigned as Voter.  |
| <b>Commenter</b>           | Annex III Organizations, CEN Consultant, some external organizations (Associates, Affiliates, EC, EFTA,) : are allowed to submit comments on Reference Documents, but not to vote.  | Commenter can submit a comment on a vote.  |
| <b>Commenter (Opinion)</b> | Annex III Organizations (ANEC, ECOS, SBS)   | Annex III Commenter (Opinion) can submit an opinion and complete the opinion form on the vote.   |
| <b>Administrator</b>       | This role will be covered by the CCMC EMS administrator.  | The permissions is identical to the Vote Owner with the difference that it is extended to all Technical Bodies without restriction.  |

Figure 2 – Internal balloting roles

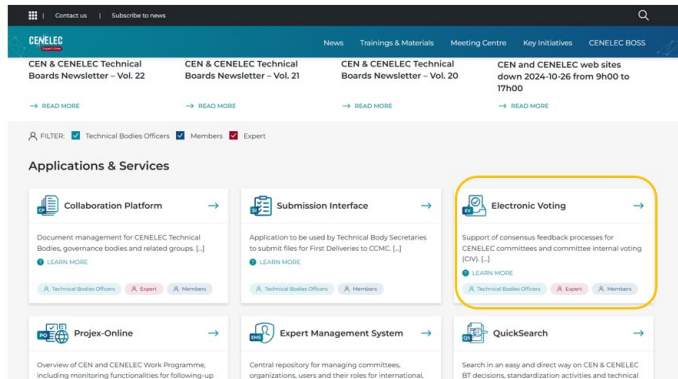
## 2 Access to the Voting portal

### 2.1 Votes on Draft Standards Access

#### 2.1.1 Access through CENELEC Electronic Voting portal

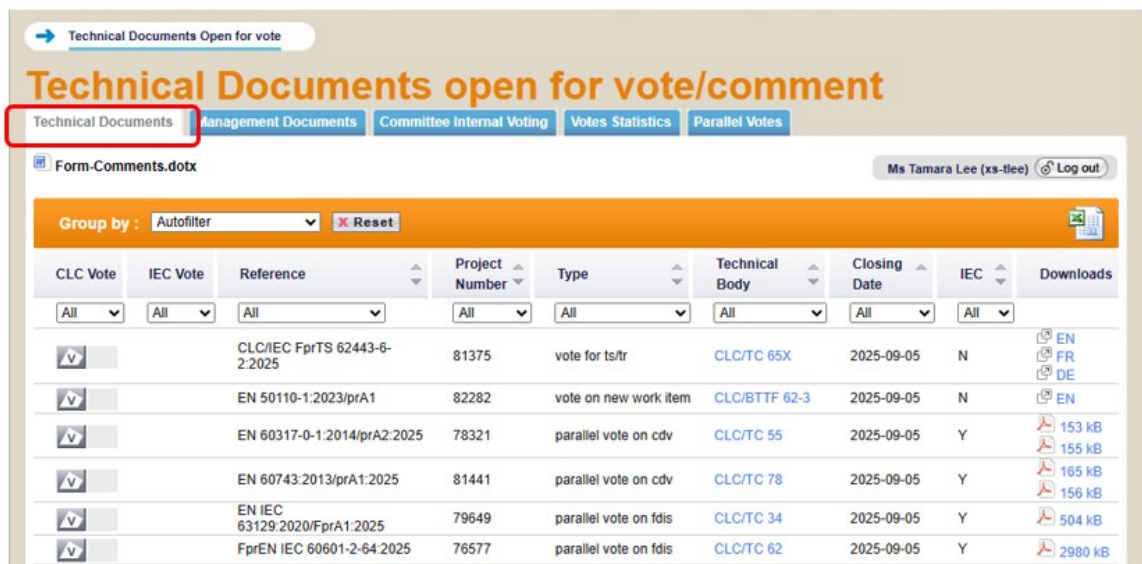
2.1.2 You can access the CENELEC eVoting application through the CENELEC Expert portal at <https://experts.cenelec.eu/>

➔ Click on Electronic Voting.



**Figure 3 – CENELEC Expert Website**

Then, select the first option [Technical Documents]:



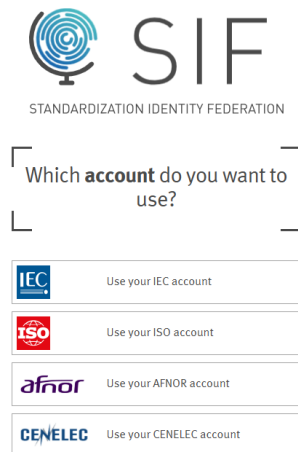
**Figure 4 - Electronic Voting Portal**

## 2.2 Logging in

Your username and password will be sent to you by e-mail after your initial registration by CCMC in the EMS. You will be asked to change your temporary password by following the URL in the mail.

a) Navigate from the CENELEC Expert Website to the Electronic Voting Portal (eVoting).

b) If you are not already logged in the CEN/ISO/CENELEC/IEC Federation :



**Figure 5 – CENELEC/IEC Federation Log-in screen**

c) Click on the tab 'Technical Documents'.

*Note: depending on your environment, this screen may be slightly different.*

d) If the declaration on **Acceptance of Terms and Conditions** appears, please read it and tick the box to accept the conditions



**Figure 6 - CEN Electronic Applications Log-in screen**

You are Signed In !...



*Please note that both username and password are case-sensitive, i.e. they have to be entered exactly as provided.*

## 2.3 Logging out

- Choose **Log-out** on the right side of the screen.
- You will be forwarded to the list of CENELEC applications.

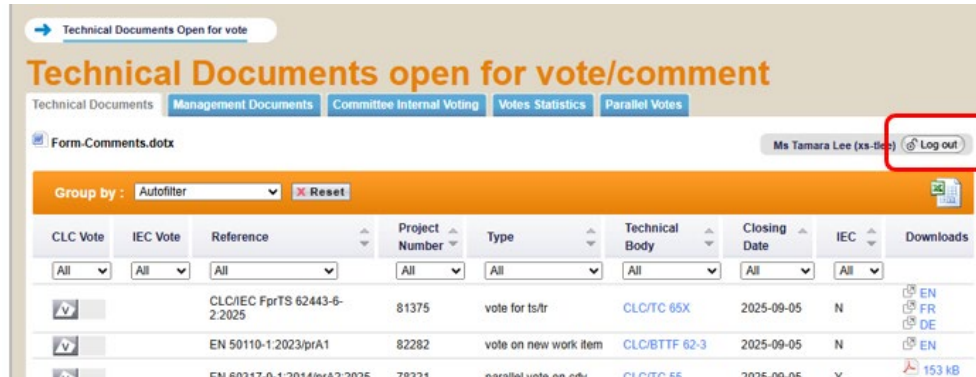
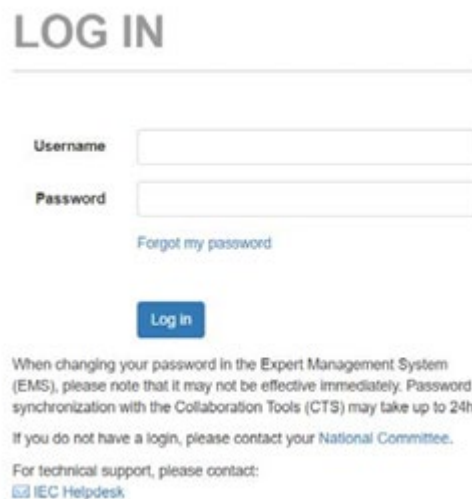


Figure 7 – Logout link

## 2.4 Password forgotten

If you have forgotten your password, you have to request a new password on the Collaboration Tool. Click on the link **Forgot my password** next to the log-in fields and follow the instructions on the screen.



The screenshot shows the 'LOG IN' page. It has a header 'LOG IN' and two input fields: 'Username' and 'Password'. Below the 'Password' field is a link 'Forgot my password'. At the bottom is a blue 'Log in' button. Below the button is a note: 'When changing your password in the Expert Management System (EMS), please note that it may not be effective immediately. Password synchronization with the Collaboration Tools (CTS) may take up to 24h. If you do not have a login, please contact your National Committee.' At the very bottom, it says 'For technical support, please contact: IEC Helpdesk' with a small icon.

Figure 8 – Password forgotten

## 3 Submitting an Opinion

### 3.1 Vote selection

1. In the **Voting Selection** screen, choose the vote for which you want to submit an opinion.
2. Click the new **[O+C]** button. This opens the **Opinion screen**, where you can submit your organisation's opinion.
3. The questions from the Opinion form are now integrated directly into this page. You can complete the form here without switching screens.
4. The **comment section** is also included on this page, so you can provide both your **comment (C)** and your **opinion (O)** in one place. This is why you see both **C** and **O** together.







|   |                                |       |                      |                            |            |   |  |
|---|--------------------------------|-------|----------------------|----------------------------|------------|---|--|
|    | prEN IEC 60623:2025            | 80330 | parallel vote on cdv | <a href="#">CLC/TC 21X</a> | 2025-10-17 | Y |  |
|   | prEN IEC 60679-2:2025          | 78190 | parallel vote on cdv | <a href="#">CLC/SR 49</a>  | 2025-10-17 | Y |  |
|   | prEN IEC 60728-103:2025        | 78876 | parallel vote on cdv | <a href="#">CLC/TC 209</a> | 2025-10-17 | Y |  |
|    | prEN IEC 62259:2025            | 79884 | parallel vote on cdv | <a href="#">CLC/TC 21X</a> | 2025-10-17 | Y |  |
|   | prEN IEC 63452:2025            | 82452 | parallel vote on cdv | <a href="#">CLC/TC 9X</a>  | 2025-10-17 | Y |  |
|   | prEN IEC 63483:2025            | 77375 | parallel vote on cdv | <a href="#">CLC/TC 62</a>  | 2025-10-17 | Y |  |
|  | prEN IEC 63554:2025            | 79603 | parallel vote on cdv | <a href="#">CLC/TC 34</a>  | 2025-10-17 | Y |  |
|   | EN IEC 61936-1:2021/FprAA:2025 | 76621 | formal vote          | <a href="#">CLC/TC 99X</a> | 2025-10-24 | N |  EN |
|   | FprEN 50174-4:2025             | 79243 | formal vote          | <a href="#">CLC/TC 215</a> | 2025-10-24 | N |  EN |

Figure 9 – select vote

**Note:** Like for votes and comments, once the opinion has been submitted, the **[O+C]** icon will become orange.

### 3.2 Submit an Opinion on the vote

#### Completing the Opinion Form

1. After selecting your **Opinion** (*Favourable / Not Favourable / Abstention*), the related questions from the former Opinion form will appear.
  - These questions are dynamic: depending on your answer, some fields may be automatically deactivated.
2. At the bottom of the page, there is a text box for any **remarks** you wish to add to your opinion.
  - These remarks will be visible in the new **Annex III** tab to all voters of this vote, as well as to the **TC Secretary**.

**Note:** The **Abstention** option is not selected by default. If you wish to abstain, you must actively select this option for the vote.

**Your Opinion**

Your Opinion: ☒ Favourable ☐ Not favourable ☐ Abstention

Is your Organization actively participating in the development of the standard?  
☒ Yes ☐ No

If yes, name of expert(s):

| Last name | First name | Email           |
|-----------|------------|-----------------|
| Pitt      | Brad       | Bpitt@gmail.com |
|           |            |                 |
|           |            |                 |
|           |            |                 |

During the standard's development phase, did you make comments?  
☐ Yes ☒ No

☐ to the WG ☐ to the TC/SC

Were these comments accepted by the technical body?  
☐ Yes ☐ Partly ☐ No

Comment:

If your Opinion is 'not favorable', is it in line with these earlier comments to the technical body?  
☐ Yes ☐ No ☐ N/A

If "No", why?:

Remarks on opinion : This is for test prupose

Confirm opinion:

**Figure 10 – Submit opinion**

Once you have submitted your opinion and completed the Opinion form (questionnaire), click on **Reply** to confirm your submission.

If you click on **Reset**, the vote options you have just entered will be removed.

If you click on **Go to list**, you will return to the vote screen without validating the opinion.

After having submitted an opinion, the name of the Commenter (Opinion) who submitted the opinion, their remarks and the date of submission are displayed in the new **Annex III Opinions** tab (next to the *Opinion* tab at the top of the page).

**Opinion** Annex III Opinions (1)

Mr Test ANEC (xo-test-aneec) [Log out](#)

| Information |  |                |            |
|-------------|--|----------------|------------|
| Name:       | Mr Test ANEC   | Submission:    | 2025-06-20 |
| Country:    | European Association for the co-ordination of consumer representation in standardization | Closing date:  | 2025-09-12 |
| Committee:  | TC 59X - Performance of household and similar electrical appliances                      | Reference:     |            |
| Title (en): | Household electric direct-acting room heaters - Methods for measuring performance        | Document Link: |            |
| Note:       |  |                |            |

| Annex III | Opinion    | Received   | Remarks on opinion   |
|-----------|------------|------------|--|
| ANEC      | Favourable | 2025-08-06 | Just checking this is still working after doing some modifications to the system. this should appear in the 2nd tab as comments to be visible to the voters. |

[Go to list](#)

Figure 11 – Opinion visibility

### 3.3 Modifying or Deleting an Opinion

#### Visual indicator:

Once an Opinion has been submitted, the **[O+C]** icon changes to orange.

|  |                                |       |                       |                            |            |   |  |
|--|--------------------------------|-------|-----------------------|----------------------------|------------|---|--|
|  | prEN IEC 62059-32-1:2025       | 79497 | parallel vote on cdv  | <a href="#">CLC/TC 13</a>  | 2025-09-05 | Y |  |
|  | EN 60531:2000/prAB:2025        | 78782 | enquiry               | <a href="#">CLC/TC 59X</a> | 2025-09-12 | N | <a href="#">EN</a><br><a href="#">FR</a> |
|  | EN 60675:1995/prAB:2025        | 78783 | enquiry               | <a href="#">CLC/TC 59X</a> | 2025-09-12 | N | <a href="#">EN</a><br><a href="#">FR</a> |
|  | EN IEC 61400-1:2019/FprA1:2025 | 78316 | parallel vote on fdls | <a href="#">CLC/TC 88</a>  | 2025-09-12 | Y |  |

Figure 12 – Opinion submitted

- A Commenter (opinion) can edit their opinion at any time **while the vote is still open**.
- To edit, overwrite the existing answer and click **Reply** to resubmit.
- To delete, open the opinion page and click **Delete**.

**Your Opinion**

Your Opinion: ☐ Favourable ☐ Not favourable ☒ Abstention

Is your Organization actively participating in the development of the standard?

☐ Yes ☐ No

If yes, name of expert(s):

Last name First name Email

During the standard's development phase, did you make comments?

☐ Yes ☐ No

☐ to the WG ☐ to the TC/SC

Were these comments accepted by the technical body?

☐ Yes ☐ Partly ☐ No

Comment:

If your Opinion is 'not favorable', is it in line with these earlier comments to the technical body?

☐ Yes ☐ No ☐ N/A

If "No", why?:

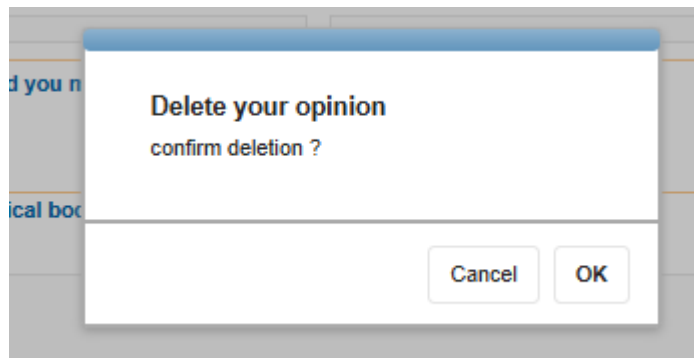
Remarks on opinion :

Confirm opinion:

[Reply](#) [Reset](#) [Delete](#) [Go to list](#)

**Figure 13 – Edit and delete function**

The system will ask you to confirm the deletion.



**Figure 14 – Deletion confirmation message**

Click on **OK**.



This option should be used with caution, and only in exceptional circumstances, as it completely destroys the existing Answer object.

## 4 Voting results, comments and opinions

### 4.1 Download the ballot results/comments/opinions (ZIP file)

Each Friday an email will be sent to the relevant person of each NC, notifying them of the new project.

Browse the content of the extracted folder on your computer (result of voting, Comment files). On the results page, a new **Opinions table** has been added just below the vote results:

|                |  |                                     |
|----------------|--|-------------------------------------|
| <b>Results</b> | <b>Countries</b><br>(* = with comments, ** = no answer received, *** = answer received, but file is not valid --> vote not accepted)   | <b>Total members/weighted votes</b> |
| ACCEPTANCE:    |  | 0(0)                                |
| REJECTION:     |  | 0(0)                                |
| Abstention:    | AT**, BE**, BG**, CH**, CY**, CZ**, DE**, DK**, EE**, ES**, FI**, FR**, GB**, GR**, HR**, HU**, IE**, IS**, IT**, LT**, LU**, LV**, MK**, MT**, NL**, NO**, PL**, PT**, RO**, RS**, SE**, SI**, SK**, TR** |                                     |

|                   |                                      |
|-------------------|--------------------------------------|
| <b>Evaluation</b> | <b>Proposed implementation dates</b> |
|                   | dos: dax + 6 months                  |
|                   | dop: dax + 12 months                 |
|                   | dow: dax + 36 months                 |

|   | All Members |    | Blue-Type Members |    |
|---|-------------|----|-------------------|----|
| 1) Simple majority of members for acceptance (Yes/No) | 0/0         | NO | 0/0               | NO |
| 2) Proportion of positive weighted votes ≥ 71         | 0%          | NO | 0%                | NO |
| Conditions fulfilled                                  |             | NO |                   | NO |

**Automatic conclusion:** Disapproved by National Members

|                  |             |                |
|------------------|-------------|----------------|
| <b>Opinions</b>  |             |                |
| <b>Annex III</b> | <b>Date</b> | <b>Opinion</b> |
| ANEC             | 2025-08-06  | Favourable     |

Figure 15 – Opinion results table

## 5 Helpdesk information

For eVoting application issues (e.g.technical issues, functionalities, support...), please contact our helpdesk at IEC: [helpdesk@iec.ch](mailto:helpdesk@iec.ch)

Online documentation and support document on the use of the voting application is available on the CENELEC Expert website: <https://experts.cenelec.eu/trainings-materials/user-guides-templates/>